

NONINSTRUCTIONAL OPERATIONS

Use of School Buses:

Application for use of a school bus or buses shall be made in the Transportation Office who shall have authority to accept or deny the application.. The Director of Transportation shall be responsible for developing a request form and contract which outlines the requirement for use of a school bus.

The Director of Transportation shall determine a fee schedule for use of all district owned buses. The fee schedule shall be evaluated on an annual basis. For rate purposes, the organization(s) seeking the use of the school bus(es) have been divided into three categories:

- Category 1 Those activities that are directly related to the Bigfork School District and its students: athletics, field trips, and special events

- Category 2 Groups which are basically community groups: churches, civic organizations whose activity is primarily for school-age children and whose adult leaders are non-paid advisors or chaperones and whose purpose is the education or entertainment of children

- Category 3 All community non-profit organization with IRS Section 501 (c) (3) status (IRS numbers) and community groups not providing a service to school-age children.

District buses shall not be available for use by for-profit organizations, non-profit organizations from outside the community, or by private groups or individuals.

Sponsoring organizations and groups using school buses shall provide sufficient and competent help and/or supervision. The amount of supervision shall be agreed upon at the time the contract is issued. The district's bus driver shall make all decisions regarding safety issues while the trip is in progress.

Alcoholic beverages, smoking, and narcotics shall not be permitted on the buses or on school property at any time.

In the event property loss or damage is incurred during bus use, the amount of the damage shall be decided by the transportation director and the bill for damages shall be presented to the group using or occupying the bus(es) during the time the loss or damage occurred.

No group shall travel more than a 200 mile distance from the school without special permission from the district's insurance carrier.

Petitioners whose application is denied may appeal to the superintendent whose decision shall be final.

All fees are to be paid and receipted in the District Office. All charges are based on a one-hour use and are the minimum charges.

RATE SCHEDULE:

Category 1 The appropriate General Fund Budget shall be charged for the directly incurred driver and fuel costs.

Category 2 \$12.50 per hour for the driver plus \$1.25 per mile.

Category 3 \$15.00 per hour for driver plus \$1.50 per mile.

Promulgated: November 8, 1998